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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

*ceased
no. 6*

March 17, 1943

FOOD INDUSTRIES LABOR BRANCH MEMORANDUM NO. 2

To: Chiefs of Commodity Branches
From: Arthur J. Holmaas, Acting Chief, Food Industries Labor Branch
Subject: Determining Essentiality of Specific Food Processing Activities

A preliminary survey of the labor supply, labor recruitment and labor retention problems in the Food Processing Industries indicates that immediate and positive action must be taken to bring certain of these problems before the War Manpower Commission for decision. The absence of clear-cut determinations as to the essentiality of various activities of these industries has handicapped labor recruitment and retention and has had unfortunate effects on processing schedules. Misunderstanding of the recent listing of nondeferrible activities has caused unwarranted loss of personnel in many essential activities.

To expedite the alleviation of this problem, the Food Industries Labor Branch must depend upon those Branches which are in a position to have the most current information about food processing activities. With this in mind, this memorandum is directed to the various Chiefs of the Commodity Branches requesting their cooperation in securing the necessary information and in preparing this information for presentation to appropriate representatives of the War Manpower Commission.

In order to minimize the necessary work involved, a detailed procedure has been outlined for the guidance of Division or Section Chiefs. A copy of this procedure is attached.

Labor unrest and turnover having decidedly deterrent effects on the food program makes mandatory immediate efforts to alleviate these problems. Accordingly, your full cooperation is of the utmost importance.

E. A. Meyer
Deputy Director

Arthur J. Holmaas
Acting Chief
Food Industries Labor Branch

Attachments

NATIONAL HEADQUARTERS
SELECTIVE SERVICE SYSTEM
Washington, D. C.

ACTIVITY AND OCCUPATION BULLETIN NO. 6

ISSUED: 3/1/43

SUBJECT: PROCESSING OF FOOD

Part I. Policies That Apply to This Activity

General policies govern this activity

Part II. ESSENTIAL ACTIVITIES

Processing (including drying, dehydrating, freezing, canning, preserving, packing, slaughtering, producing, preparing, milling, refining, rendering, and other special processing) of any of the following foods (except specialties):

Bakery products and ingredients	Grain products
Baking powder	Hides
Bones	Ice
Bread	Leavening compounds
Butter	Margarine
Cereals	Meal: Corn, rice and other grains
Cheese	Meat
Cooking oils	Milk
Corn syrup	Molasses
Dairy products	Nuts (canned or preserved)
Eggs	Oils (edible)
Fats (edible)	Poultry
Feed (prepared) for animals and fowls	Rice
Fish (canned or preserved)	Soups
Fleshing	Starch
Flour	Sugar
Fruits and fruit juices (canned or preserved)	Vegetables and vegetable juices (canned or preserved)

Part III. ESSENTIAL OCCUPATIONS

Accountant, Cost	Butter Maker (All Around)
Acid Neutralizer, Corn Products	Canning Crop Supervisor
Bacteriologist	Carpenter (All Around)
Baker (All Around)	Centrifuge Operator
Blacksmith (All Around)	Cheese Maker
Blender, Flour	Chemist
Boners and Butchers (All Around)	Churn and Milk Man
(This title covers only those persons who are qualified to perform in all phases of slaughtering, dressing, and cutting as well as the processing of by-products.)	Condenser Operator, Milk
	Converter Man, Corn Products
	Cook, Meat Packing and Food Processing
	Cooper (All Around)

Coppersmith
 Culture Man, Cheese
 Diesel Engine Operator, Stationary
 Draw-Off Man
 Drier Operator, Dairy
 Egg-Breaking Supervisor
 Egg-Drying Supervisor
 Electrician (All Around)
 Engineer, Professional and Technical
 Engineer, Refrigerating
 Engineer, Stationary or Powerhouse
 Evaporator Operator, Canning
 Fish Inspector
 Fish Pickler and Salter, Supervisor
 Fish Smoker, Supervisor
 Flake Miller, Cereals
 Foreman, Food Processing

(This title covers foremen who are actually engaged in supervisory duties in connection with the manufacture, dehydration, or other processing of food products; must exercise independent judgment and assume extensive responsibility for product or equipment. It does not include straw bosses or laboring gang foremen.)

Formula Maker
 Grader, Butter and Cheese
 Grain-Elevator Operator, Supervising
 Grist Miller
 Inspector and Grader, Wool
 Inspection and Sorting Supervisor
 Lard Maker
 Machinist, Maintenance
 Manager, Employment and Personnel
 Manager or Superintendent, Production, Food Processing

(This title covers persons who are actively engaged in supervising directly or through subordinates, various operating departments of a food processing establishment. It also includes supervisors who

are directly responsible to such managers for the efficient functioning of such departments. It does not cover managers or supervisors who are concerned with the distribution, clerical, legal, tax, and other nonproduction phases.)

Manager, Traffic
 Mash Man, Yeast
 Mechanic, Automotive
 Mechanic, Maintenance
 Mechanic, Refrigerating
 Mill Operator, Grains and Cereals
 Millwright
 Oil Extractor
 Pasteurizer
 Pipe Fitter
 Refiner, Lard or Shortening (All Around)
 Refractometer Operator
 Retort Operator (All Around)
 Roll Tender
 Sausage Maker (All Around)

(This title covers persons who perform all phases of mixing, trimming, grinding, seasoning, and cooking in the preparation of sausage to produce a uniformly-flavored product. It does not include persons engaged in single tasks such as trimmers, grinders, etc.)

Sheet-Metal Workers, Maintenance
 Smokers, Meat (All Around)

(This title covers only those persons who perform all phases of curing (smoke process) of meats such as ham, pork, bacon, and sausage. It does not include those persons who are limited to the curing of a single meat product.)

Smutter, Grain and Feed
 Standardizer, Cheese
 Vatman, Dairy
 Welder, All Around
 Wheat Runner

PROCEDURE FOR SECURING CLARIFICATION OF ESSENTIALITY OF SPECIFIC FOOD PROCESSING ACTIVITIES AND FOR DEVELOPING INFORMATION NECESSARY TO TAKE ACTION ON MANPOWER PROBLEMS CONFRONTING THE FOOD PROCESSING INDUSTRIES

- I. Each Division or Branch Chief should examine the attached Activity and Occupation Bulletin No. 6 entitled "Processing of Food" to determine:
 1. Whether or not the food processing activities in which each Division is interested are declared to be essential under the terms of this Bulletin. (If there is question whether specific processing activities are interpreted to be included under the wording of the Bulletin, he should communicate with the Branch's liaison representative with the Food Industries Labor Branch before taking further action.)
 2. Whether or not the list of occupations set forth in the Bulletin is adequate.
 3. Which occupations listed require more than six months but less than a year of training to provide an adequate replacement.
- II. When a Division or Branch Chief determines that a food processing activity in which he is interested has not been declared to be essential by the War Manpower Commission and it is his considered judgment that such activity is vitally essential to the successful prosecution of the war program he should:
 1. Have prepared a memorandum for the signature of the Branch Chief addressed to the Chief, Food Industries Labor Branch, Food Distribution Administration, setting forth the following:
 - a. Essentiality

Detailed narrative statement on the essentiality of the activity. This statement should contain specific references to the part played by the activity in the nation's war program, the contribution made towards supplying food for the armed forces, Lend-Lease, and essential civilian requirements, the role played in maintaining civilian morale, etc. This statement should include specific references to the supply and requirement situation for the specific commodities involved and any peculiarities of the commodity which makes substitution of other foodstuffs unsuitable or impractical.

b. Scope of the Activity

A statement identifying the approximate location of the industry whether concentrated in a particular area or section of the United States or whether nation-wide as to the location of its plants, the approximate number of plants, and the approximate volume of annual business (financial, tonnage or other indication).

c. Manpower Situation

1. The approximate number of employees of all plants engaged in the industry, an approximate breakdown of the employees in the industry who are of Selective Service age, the extent to which the industry conforms with the 48-hour week, indications of labor turnover, and similar factual information which will present a concise picture of the situation. This data may be given in round numbers and percentages but should be reasonably accurate.
2. A statement setting forth the essential occupations of the industry, together with a concise description of the operations performed in these occupations; the approximate number of persons engaged in these occupations and the number of males of Selective Service age; and a statement setting forth the time required, together with any attendant difficulties, to train replacements for these positions.
3. A statement setting forth the steps taken by the industry to recruit and train women and older men to assume skilled and unskilled positions formerly filled by men of draft age.

d. Any additional information deemed pertinent.

- III. When the Branch Chief has approved this memorandum, it should be transmitted to the Chief, Food Industries Labor Branch for presentation to the Essential Activities Committee of the War Manpower Commission through established channels.
- IV. If the Essential Activities Committee approves the recommendation, appropriate action will be taken to inform Selective Service Boards, local offices of the U. S. Employment Service, the industry and their employees.

- V. In the event the Essential Activities Committee rules adversely, arrangements will be made to appeal such ruling to the Subcommittee on Appeals of the War Manpower Commission. In those instances where appeals must be made, arrangements will be made for representatives of the Commodity Branch involved to appear jointly with representatives of the industry before such appeals committee.

Full use should be made of Industry Advisory Committees in securing the information required for the preparation of these reports. Processor's Branch Memorandum No. 3 outlines a procedure which may be followed. Formalized questionnaires or schedules should not be circulated directly to the industry unless all other sources of information have been exhausted without securing the required information. In such instances schedules must be cleared with the Branch Chief and transmitted to the Chief, Food Industries Labor Branch for clearance with the Budget Bureau through established channels.

All questions on this procedure and policies governing it should be referred to the Branch's liaison representative with the Food Industries Labor Branch. It is important that reports are factual and concise and relatively uniform. A list of these liaison representatives is contained in Food Industries Labor Branch Memorandum No. 1.

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